

## HOW DO I BECOME A VENDOR?

Every administrator of a community care facility attends required initial or ongoing training to become a certificate holder for these three program types:

- (RCFE ) Residential Care Facility for the Elderly (60+)
- (ARF) Adult Residential Facility (18-59)
- (GH) Group Home (6-18)

Training vendors are approved by the Vendor Unit of the Administrator Certification Section (ACS). There are two types of training Vendors. One type of vendor offers the 35/40-hour Initial Certification Training Program (ICTP) to persons seeking to become a certificate holder and the other provides the ongoing Continuing Education Training Program (CETP) for persons wishing to renew their administrator certificate.

Additional information may be found in [Title 22](#) specific to the Administrator Certification Training Program along with the [Vendor Guidelines and Procedures](#) Manual.

You must submit a separate application and fee for each program type and/or vendor type you are applying for. Complete Application packages can be mailed to:

California Department of Social Services  
Administrator Certification Section  
744 P Street, MS19-47  
Sacramento, California 95814

Please allow at least 30-days for processing applications and courses. It is recommended that you submit your requests 60 days in advance to allow for delays. Some delays may be the mail system or work returned for clarification. Vendor applications and courses are mandated to be reviewed within a 30-day timeframe. This means 30 days from the date it is received in the office.

## SUBMITTING AN APPLICATION PACKAGE FOR AN INITIAL CERTIFICATION TRAINING PROGRAM (ICTP)

Submit and complete the two-sided [LIC 9141](#) Vendor Application/ Renewal form with a non-refundable \$150 processing fee. The Application must be accompanied by a Request for Course Approval [LIC 9140](#), and a detailed outline addressing numbers I through X of the form.

The outline must include a minimum of 40 classroom hours for the RCFE and GH programs and 35 classroom hours for the Adult Residential Facilities. [Title 22 Regulations](#) and the “[Core of Knowledge Guidelines](#)” identify the specific training components, specific hourly increments required for each type of vendor. The application and ICTP is approved for a two-year period.

## **SUBMITTING AN APPLICATION PACKAGE FOR A CONTINUING EDUCATION TRAINING PROGRAM (CETP) VENDOR**

To become a vendor for a CETP, submit the two-sided Vendor Application/Renewal form, [LIC 9141](#) and a \$100 non-refundable processing fee. If the Application package is complete, it will be approved for a two-year period. Individual course requests can be submitted on an on-going basis at no additional fee for the duration of the vendor's application approval. Courses must be submitted using a Request for Course Approval, [LIC 9140](#) and accompanied with a detailed outline addressing numbers I – IX of the form.

## **REQUESTS FOR APPROVAL OF ONLINE CONTINUING EDUCATION COURSES**

Administrators may take up to 20 of 40 CETP units required to renew their certificate using approved on-line training courses. The vendor must submit their Request for Course Approval form, [LIC 9140](#) and CETP outline as stated above. Additionally, the vendor's outline must provide the ACS with a log-on and password to review the vendor's course online. The online course will be reviewed to ensure that it includes a) an interactive portion where the participant receives feedback, through online communication, based on input from the participant; b) required use of a personal identification number or personal identification information to confirm the identity of the participant; and c) a final screen displaying a printable statement, to be signed by the participant, certifying that the identified participant completed the course. The vendor shall obtain a copy of the final screen statement with the original signature of the participant prior to the issuance of a certificate of completion.

## **INCOMPLETE OR DENIED APPLICATIONS**

If a vendor's Application or course request is incomplete, it will be returned requesting the additional information necessary to process it. If an Application or course request is denied, it will be returned with a letter of explanation and a fifteen-day right to appeal.